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25 October 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER NO 23

*Amendment 1-300446*

ESTABLISHMENT OF PROJECTS REVIEW COMMITTEE

1. Purpose: In order to provide for adequate advance planning, proper control of funds, and utilization of personnel, all new projects undertaken by the Offices and Divisions of CIG will be submitted to the Projects Review Committee for approval prior to activation.

2. Committee Membership: The Projects Review Committee shall consist of the following:

- a. Deputy Director - Chairman
- b. Executive Director - Member
- c. Assistant Director or Staff Division Chief Sponsoring Project - Member
- d. Fiscal Advisor, detailed from Finance Division, Personnel and Administrative Branch, for Assistant Director or staff Division Chief Sponsoring Project. - Member
- e. Chief, Advisory Council - Secretary

3. Project Procedure: The Assistant Director or Staff Chief having primary interest in a new project will carry out the following procedure:

- a. Secure basic approval of the proposal from the Chief, Inter-departmental Coordinating and Planning Staff; except in the case of Special Operations, basic approval will be obtained from the Director or Deputy Director.
- b. Prepare project proposal in triplicate to be submitted to the

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Committee and to include the following information:

- (1) Scope of project (In the case of Special Operations, this will only be in such detail as security will permit).
- (2) Urgency of completion, to include time required to activate and complete the project.
- (3) Type of funds required (i.e. vouchered or unvouchered).
- (4) Estimated cost, to include the following:
  - (a) Number of personnel and salary rates.
  - (b) Special equipment.
  - (c) Travel.
  - (d) Communications.
  - (e) Housing.
  - (f) Operational Supplies.
  - (g) Any unusual logistical requirement.
- (5) Succinct statement in defense of the project.

4. Committee Procedure:

- a. The Committee will meet at the call of the Chairman, and after proper consideration has been given to the proposal, shall take the following action:
  - (1) Approve project in the name of the Director.
  - (2) Approve project in the name of the Director, with such exceptions as are determined by the Committee.
  - (3) Disapprove project. Disapprovals of projects in each instance will be reviewed by the Director, and final action of the Committee will not be effective until the Director's concurrence has been obtained.

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(4) The action taken by the Committee will be prepared by the Secretary and approved by the Chairman. Copies of such action will be distributed as follows:

- (a) One copy to CIG activity sponsoring project.
- (b) One copy to the Executive for Personnel and Administration.
- (c) One copy retained in the file of the Secretary to the Committee.

5. General:

- a. The Executive for Personnel and Administration will not honor requests for funds or personnel until final approval of the Projects Review Committee has been obtained.
- b. Projects in existence prior to 1 November 1946 are considered to be approved by Committee action, but will be subject to review at such times as the Chairman of the Committee determines.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Deputy Executive for Personnel  
and Administration

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30 October 1946

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*Instruc. 60-2*  
C.I.G. ADMINISTRATIVE ORDER NO. 28, AMENDMENT NO. 1

1. Reference C.I.G. Administrative *Instruc. 60-2* Order No. 28, dated 25 October 1946, Subject: "Establishment of Projects Review Committee".
2. The classification of this document is changed from "TOP SECRET" to "SECRET".
3. It is requested that all Offices which received copies of this document change the classification accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*[Signature]*  
*[Signature]*  
Deputy Executive for Personnel  
and Administration

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